



# HePS Hawaii Electronic Procurement System

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# Presentation Agenda

- ◆ Introduction – Aaron Fujioka, Administrator
- ◆ State Presentation – Vicki Kitajima, HePS Program Manager
- ◆ SicommNet Presentation – Frank Pierce, Project Manager
- ◆ Questions & Answers



# Housekeeping Rules

- ◆ Cell phones and pagers on silent mode.
- ◆ Please wait till the end of the presentation to ask your questions.
- ◆ The presentation slides will be posted on our website at [www.spo.hawaii.gov](http://www.spo.hawaii.gov).
- ◆ When asking questions, please use the microphone.



# What is the HePS?

- ◆ Self-funded Internet-Based Procurement System.
- ◆ Contractor – Systems Engineering
- ◆ Sub-Contractor – SicommNet
- ◆ No registration fee to use the system.
- ◆ Vendors pay a .85% transaction fee based on the amount awarded.



# What are the Benefits?

- ◆ Increased Competition and Transparency
- ◆ Purchasing practices more open – comprehensive audit trail
- ◆ Cost Savings
- ◆ Reduce paperwork and time
- ◆ Automates the Procurement Process
- ◆ Collects Comprehensive Expenditure Data



# Who is this for?

- ◆ All vendors except the following professionals defined in HRS Chapter 464:
  - Professional Engineers
  - Architects
  - Surveyors and Landscape Architects



# Act 283

- ◆ On 7/7/06, SB 2898 was signed into law as Act 283, increasing the dollar level for small purchases from less than \$25,000 to less than \$50,000.
- ◆ Procurements of \$25,000 to less than \$50,000 shall be made through an electronic system.
- ◆ Effective 7/1/07 or upon the adoption of rules issued by the policy board, whichever occurs first.



# Usage of the System

- ◆ Mandatory – Executive Branch; Procurements of \$5,000 to less than \$50,000
- ◆ Non-Mandatory – All Other Purchasing Jurisdictions with the exception of UH; Procurements of \$25,000 to less than \$50,000





# Executive Branch

- ◆ Accounting & General Services
- ◆ Agriculture
- ◆ Attorney General
- ◆ Budget & Finance
- ◆ Business Economic Development & Tourism
- ◆ Commerce & Consumer Affairs
- ◆ Defense
- ◆ Hawaiian Homelands
- ◆ Health
- ◆ Human Resources & Development
- ◆ Human Services
- ◆ Land & Natural Resources
- ◆ Public Safety
- ◆ Taxation
- ◆ Transportation
  - Airports
  - Harbors
  - Highways



# Other Purchasing Jurisdictions

- ◆ Education
- ◆ House
- ◆ Judiciary
- ◆ Senate
- ◆ Office of Hawaiian Affairs
- ◆ City & County Honolulu
- ◆ Honolulu Board of Water Supply
- ◆ Hawaii Council
- ◆ Hawaii County
- ◆ Hawaii Dept of Water
- ◆ Honolulu Council
- ◆ Kauai Council
- ◆ Kauai County
- ◆ Kauai Dept of Water
- ◆ Maui Council
- ◆ Maui County
- ◆ Maui Dept of Water



# What are small purchases?

- ◆ Goods, services, or construction that are not on an SPO Price or Vendor List.
- ◆ Professional services except those listed in chapter 464, HRS.
- ◆ Emergency purchases as defined in chapter 103D-307, HRS, for immediate needs for emergency only.
- ◆ Sole Source procurements as defined in chapter 103D-306, HRS.
- ◆ Exemptions as defined in chapter 103D-102, HRS, or section 3-120, HAR.



# Small Purchase Awards

- ◆ Award is made to vendor providing the best value to the State.
- ◆ Must be based on specifications, criteria, and adequate and reasonable competition, if required by rules.



# Current Usage

- ◆ DAGS Central Services, DOT Airports, HHSC, HSPLS and DOD are issuing quotes.
- ◆ SPO is issuing solicitations on behalf of the Executive Branch.



# Implementation of the System

- ◆ Department Training will be held from September 2006 to June 2007.
- ◆ Upon completion of the training, the departments will use the system.



# Why Register?

- ◆ Automatic e-mail notification targeted to your business – no more searching
- ◆ More business opportunities – fewer missed solicitations
- ◆ Levels the playing field for all businesses
- ◆ Reduces your marketing and sales costs
- ◆ Helps state agencies buy from local sources
- ◆ No cost to register





# HePS Features

- ◆ Online electronic procurement system replacing fax and hard copy
- ◆ Online Vendor Self-Registration
- ◆ Distributes solicitations via email (Quotes, Bids, & Proposals)
- ◆ Accepts vendor responses online 24/7
- ◆ Distributes award notifications online
- ◆ Provides Price Lists online via e-Catalogs
- ◆ Maintain company profile
- ◆ Works from any internet computer – no software

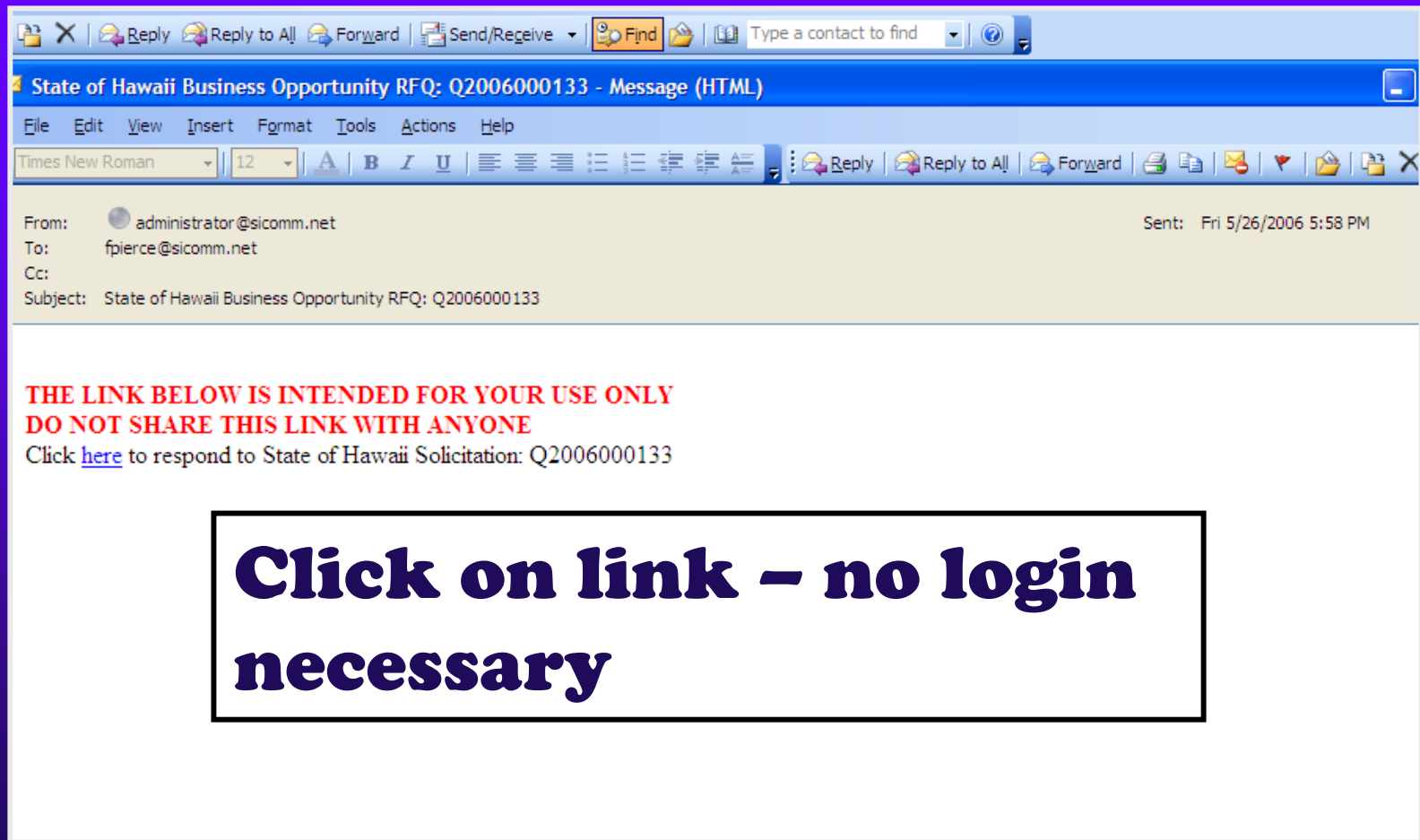




# Transaction Fee

- ◆ Awarded vendor pays a small transaction fee of .85% (.0085) – less than 1% of total award
- ◆ Billed by SicommNet directly to vendor 30 days after State issues award notice

# E-mail Notification



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Dept of Transportation A00000000025

Airports Division

869 Punchbowl St.

Honolulu HI, 96813

Responding from email notification link

eRequest for Quotation  
On the Internet

## Details of Solicitation

Thu Jun 8, 4:45:51 P.M. UTC-1000 2006  
HH:MM:SS adjusted to system server hh:mm:ss

RFQ Nbr: Q2006000134

Reference Number:

Requisition Nbr: R2006000150

Document Nbr: D2006000322

Response Due NO LATER THAN: FRI JUN 16, 2006 04:30:00 PM HST

THIS SOLICITATION REQUIRES A RESPONSE TO ALL ITEMS

TN: 7 Days 23 Hours 44 minutes 4 seconds

Required Delivery Date: 07/14/2006

## Countdown clock

Freight: Freight / Handling Included  
in Price

Delivery Point: AIR-OM

Name 1: Airport Maintenance Baseyard

Name 2:

Name 3:

Contact Email: [steve.washiashi@hawaii.gov](mailto:steve.washiashi@hawaii.gov)

Address 1: 2919 Aolele Street

Address 2:

City, State &amp; Zip: Honolulu, HI 96789

Contact Person: CHARLES SFABURY

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Terms:

Quantity:

UOM:

Price: \$

Awarded To:

Date:

Line Item File Attachments:

NO LINE ITEM FILES ATTACHED

Quantity:

60

Unit of Measure:

EA

Commodity Code:

440-50-

Description:

Mirror with stainless steel channel frame and shelf

Bobrick #B-292 1830

Item 001 Response

Recycle Status:

Toggle all below: ☐

Unit Price in US DOLLARS and CENTS: \$

Comments:

Upload / Manage already uploaded File(s): ☐

Number of Current Attachments: 0

Optionally, please supply:

Toggle copy/clear of Manufacturer info of this item to all items: ☐

Retail Price:

Manufacturer Name:

Manufacturer ID:

Manufacturer Part Nbr:

For Item 1

**Enter Price &  
Submit &  
PAU!**



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otherwise miss

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# Need Assistance

- ◆ Michael Matsumoto  
e-mail [mmatsumoto@sicomm.net](mailto:mmatsumoto@sicomm.net) or  
phone (808) 371-4274
- ◆ Customer Service – Sue Gemmill  
– (800) 575-9955 ext 122

# Questions

